

KANSAS DEPARTMENT OF HUMAN RESOURCES
Individual Performance Review

Employee: _____ Position Title: _____

Division & Unit: _____ Position Number: _____

Supervisor: _____ Review Period: _____

Overall Review Rating: _____

Type Review: Probationary: _____ Annual: _____ Special: _____

INSTRUCTIONS: At the beginning of the review period meet with the employee to discuss review areas. Use the space provided to indicate special tasks, projects or issues to be addressed during the review period. Regular documented feedback is expected throughout the period of the review. Address special duties, projects or issues and employee comments on reverse. At the end of the reporting period assign a rating to each category of activity and an overall rating based on the criticality of each category including special duties, projects or issues. The overall rating will probably not be a simple average of all ratings.

Review Scale:

***Exceptional:** Always demonstrates commitment to excellence and exceeds expected performance levels.

Commendable: Regularly meets expected performance levels to ensure successful work completion.

Proficient: Work is thorough and complete.

Needs Improvement: Inconsistently meets expected performance levels.

***Unacceptable:** Rarely meets expected performance levels. Continued employment is in jeopardy.

*Justification must be provided for these overall ratings.

Initiative

- ___ Accepts new tasks enthusiastically
- ___ Assumes responsibility for tasks
- ___ Works independently when appropriate
- ___ Actively seeks new assignments

Rating: _____

Teamwork and Cooperation

- ___ Works with others toward success
- ___ Shows concern for others
- ___ Earns respect & confidence of others
- ___ Sets group success as priority

Rating: _____

Quality of Work

- ___ Follows instruction carefully
- ___ Work is thorough and accurate
- ___ Implements process improvements
- ___ Analyzes and develops effective solutions

Rating: _____

Quantity of Work

- ___ Produces acceptable work products
- ___ Works quickly and efficiently
- ___ Organizes and prioritizes work
- ___ Performs well under pressure

Rating: _____

Job Knowledge

- ___ Applies standard procedures
- ___ Maintains technical proficiency
- ___ Serves as a job resource for others
- ___ Documents work processes

Rating: _____

Customer Service (Internal & External)

- ___ Understands customer needs
- ___ Responds to customer needs
- ___ Gives complete & timely responses
- ___ Exceeds expectations

Rating: _____

Dependability

- ___ Attends work regularly
- ___ Plans appropriately for absences
- ___ Embraces positive change
- ___ Adjusts to changing responsibilities

Rating: _____

Supervision (If Applicable)

- ___ Encourages staff development
- ___ Provides motivation and guidance
- ___ Clearly defines expectations
- ___ Understands and adheres to policy
- ___ Treats problems with sensitivity
- ___ Demonstrates leadership

Rating: _____

Special Duties, Projects or Issues Please rate each item discussed.

(Attach additional pages as needed)

Employee Comments

(Attach additional pages as needed)

Employee Signature_____
Date_____
Supervisor Signature_____
Date

Signature does not imply agreement with the content of the review, it only indicates the employees awareness of the information contained herein. Any eligible employee who believes that he/she has been unfairly reviewed may, within seven (7) calendar days after being advised of the review, address an appeal in writing to the Director of Personnel.